

Job Description: HOME HEALTH AIDE

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Job Summary:

The Home Health Aide provides personal, hands on, non-skilled, care and assistance to clients/patients in their place of residence, under the direction and supervision of the Registered Nurse.

Qualifications:

Must have an empathic attitude toward care of persons that require assistance, service and/or care.

Is committed to providing exceptional care, service and support to all clients/patients and families.

Must have ability to carry out directions.

A minimum of one year of hospital experience, and/or equivalent experience in nursing home, home care, or public health nursing is preferred.

Satisfactory completion of a minimum 40 hr. Home Health Aide training program, or satisfactory completion of the Home Health Aide Competency Test, using AHCA 3110-1007 form, a 2 part examination that includes a practical portion, evaluated by an RN, and a 104 question test per state requirements. If providing assistance with self-medications, must have 2 hours of training in assisting with client self-administration of medications, that can be a part of the 40 hour training.

Must maintain strict confidentiality of patient information.

Must be able to document patient care on appropriate agency form.

Reports to: The Director of Client/Patient Services and the Registered Nurse in charge of the patient's case.

Job Duties and Responsibilities: (Include, but are not limited to the following):

1. Follows the written instructions for patient care as prepared by the Registered Nurse.
2. Performs simple procedures as an extension of therapy services.

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3. Gives personal care to patients; including, but not limited to, bathing, shampoo, shaving, mouth care and skin care.
4. Assists patient with ambulation, transfers, and exercise.
5. Performs household services essential to health care at home.
6. Cares for patient's surroundings as necessary to maintain a safe environment.
7. Gives medication reminders on medications that are ordinarily self-administered, if trained to do so.
8. Reports to the Registered Nurses/Nursing Supervisor changes in the patient's condition and needs.
9. Completes appropriate documentation according to the Agency policies.
10. Attends all mandatory in-service programs and staff meetings.
11. Complies with Homecare Agency Compliance Plan.
12. Complies with Homecare Agency's Infection Control Policies.
13. Complies with Homecare Agency's HIPAA Policies.
14. Complies with state regulations and ACHC accreditation standards.
15. Has responsibility to the Registered Nurse in charge of the patient assignment.
16. Other duties as assigned by the RN or Supervisor.

Working Environment:

Field experience may expose employee to temperature extremes, physical injury by patient, family, animal or other in the community, unsafe environment or exposure to infectious diseases and offensive odors.

- a. Equipment and Supplies: Prudent and efficient use of routine office supplies and equipment. Prudent and efficient use of routine medical supplies, nursing bag contents, sphygmomanometer and stethoscope, instrument packs. All the preceding items should be protected from theft and weather at all times.
- b. Knowledge and Competency: Must demonstrate basic knowledge of all procedures included in the Home Health Aide job description. Must have the ability to follow instructions from the Nursing Supervisor and other professional staff. Ability to communicate effectively with managers, patients, families and co-workers. Must have effective means of transportation, which will enable employee to make visits to patients' homes if needed. Must be able to assess safety of home situations for self, patients, and other staff members, including physical and psychological dangers. Must have the ability to effectively cope with patients, families and all others with varying backgrounds.

Maintains confidentiality of information relating to patient. Will discuss only those aspects necessary to care and treatment of patient with those directly involved in the patient's care.

- c. Physical Demands: Must be able to complete all physical demands of the job, which may include, but not be limited to: the ability to lift and transfer patients, carry supplies, and read normal typewritten print. Have corrected vision and hearing within normal range and have manual dexterity with normal range of motion of all extremities.

May be requested to work weekends, holidays, and occasional overtime. Must be able to work alone without usual support systems immediately available in acute care settings. Must have the ability to deal with abrupt schedule changes and to maintain objectivity in coping with the stress of working with acute, chronic and terminally ill patients.

- d. Work Ethic: Complies with the Homecare Agency dress code, projects a professional attitude toward self, patients, and other staff members, and follows department public relation policies regarding outside speaking and professional affiliations, clearing all such requests through Homecare Agency.